

## Employer's Notice

**For use by:** Saskatchewan Boards of Education, Conseil Scolaire, Registered Independent Schools, Historical High Schools, or any other person or entity that employs or retains a registered teacher to teach.

**Submit completed form attention:** Saskatchewan Professional Teachers Regulatory Board  
c/o Registrar  
204-3775 Pasqua Street  
Regina, SK S4S 6W8

**Or by email:** registrar@sptrb.ca

**35(1)** An employer shall immediately provide written notice to the board of directors regarding the suspension, termination, resignation or retirement from employment of a registered teacher employed or retained by the employer in a position for which a teacher's certificate is required if the suspension, termination, resignation or retirement, as the case may be, results from conduct that the employer reasonably believes constitutes professional incompetence or professional misconduct.

(2) An employer notice pursuant to subsection (1) must:

(a) be in the form required by the board of directors; and

(b) set out the reasons for the employer's beliefs and the action taken to address the situation, which may include:

(i) the employer suspending or terminating the contract of employment with the registered teacher;

(ii) the employer and the registered teacher agreeing, in writing, to the termination of the registered teacher's contract of employment; or

(iii) the registered teacher resigning or retiring.

(3) No action or proceeding lies or shall be commenced against any person for anything in good faith done or purported to be done by that person in the carrying out or supposed carrying out of the duty to report imposed on that person pursuant to this section.

**Please check all applicable boxes:**

**Action taken:**

suspension of a contract of employment

resignation or retirement

termination of a contract of employment

mutual agreement for termination of a contract of employment

**Reason for action:**

professional incompetence

professional misconduct

## **DETAILS OF THE BEHAVIOUR BEING REPORTED**

Provide a clear and detailed description of the conduct that is being reported. Please include the reasons for the employer's beliefs of professional misconduct and/or incompetence and the action taken to address the situation. Please enclose copies of any documents you feel are relevant to the reported conduct. The description itself or additional pages may be attached if necessary.



Saskatchewan Professional Teachers  
Regulatory Board  
204-3775 Pasqua Street  
Regina, SK S4S 6W8  
(T) 306-352-2230 (F) 306-352-0022  
Email: registrar@sptrb.ca

**Reporter Information:**

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Name of Employer \_\_\_\_\_ Date of Notice \_\_\_\_\_

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Street Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

**Contact Person:**

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Name \_\_\_\_\_ Position \_\_\_\_\_

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Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Teacher Information:**

Employed by:

Board of Education

Registered Independent School

Conseil Scolaire

Other Employer of Teachers \_\_\_\_\_

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Teacher's Name \_\_\_\_\_ Teaching Certificate Number \_\_\_\_\_

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Date of Hire \_\_\_\_\_ Suspension, Termination or Resignation Date(s) \_\_\_\_\_

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Street Address \_\_\_\_\_ City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_